



## **TERMS AND CONDITIONS (updated September 2023) for enrolled pupils\***

### **TRIAL LESSON**

We offer a trial lesson for all new pupils to ensure that both the pupil, parent and teacher agree that the class is suitable to join. The fee for this initial lesson (the price of one class) is payable before attending. There is no obligation to join after the trial lesson. If attendees decide to continue, they will be invoiced for the remaining weeks of the current term and enrolled once payment is received (and therefore must abide by these terms and conditions). Trial lessons for returning pupils or those wishing to try a different dance style are offered at the discretion of the management.

### **FEES & HOW TO PAY**

Fee invoices are produced each half term (typically 6-7 weeks) and distributed to you via email. Each invoice has a link to enable payment by debit/credit card directly to Funtime Dance and Drama. Once paid, your account is updated immediately. To guarantee a place in your preferred class we must receive payment by the date specified. We offer a discount for siblings and multiple classes for those children attending our weekly term-time classes. A 20% discount will be applied to class fees for family members. Fees are reviewed on an annual basis and are non-refundable. Details of show commitment fees are given on the relevant entry form.

### **CLASS SCHEDULES**

There are no weekly classes on half-term holidays, bank holiday Mondays, Easter, Christmas or during the summer holidays. See our website for term dates and special holiday sessions. Personal holiday and absence taken during term time is non-refundable. The management reserves the right to substitute teachers, cancel a class, or change class time/day when and if the need arises. A credit to the pupil's account is made for any cancelled classes and can be used against future classes and shows. No refunds will be given.

### **CANCELLATION POLICY – COVID19/GOVERNMENT INTERVENTION**

In the event that it is necessary to cancel a class due to circumstances beyond our control such as, but not limited to; as a result of government intervention, hall closure the following will apply:

For cancellations during an active term of classes – the fee per cancelled class will be credited to the customer's records to be used against future classes. No refunds will be given.

For cancellations of a term that has not yet started any fees paid in advance will be credited against the customer's records to be used against future classes or may be refunded upon request.

## **DANCEWEAR**

Dancewear is optional at Funtime however correct footwear must be worn and we recommend that suitable clothing is worn to enable easy movement. Funtime T-Shirts are available to purchase, and the link will be sent to you upon signing up for classes. We understand that most children like to 'look the part' and we have links to local dancewear suppliers on our website for this purpose. If you are in any doubt what to wear please contact the administration office or check our website. We request that long hair is tied back and jewellery is removed for neatness and safety to the dancer and others.

## **WATCHING WEEK**

Watching week is held three times a year in the last week before the Christmas, Easter and summer breaks. These classes are an opportunity for parents, family and friends to see how your child is progressing. If you would like to watch your child in class at any other time this can be arranged with prior notice at the discretion of the teacher.

## **CODE OF CONDUCT**

- Parents/carers are held responsible for the behaviour of children (under 16) outside of the studio / classroom. We assume parents will be in attendance at all times and will abide by any rules in place at our venues.
- Pupils of all ages must use a designated dressing room if there is one on site. There is to be no changing in public spaces, e.g., bar areas and corridors, for the safety of your child.
- Parents/carers of pupils must inform the teacher of any injuries prior to the class.
- Funtime Dance and Drama reserves the right to cancel this agreement with the customer without refund if any behaviour in their party comes into disrepute.
- Funtime Dance and Drama is not responsible for the safety of any pupil's personal property.

## **GIVING NOTICE TO LEAVE**

Enrolment into the next term's class is automatic unless you inform us that you no longer require a place. Therefore, you must let us know that you no longer wish to attend the class when you receive your invoice for the next half term or sooner. This should be done via email so that we can confirm that your invoice and place has been cancelled. If notice is not given, then you will be charged for 4 weeks (4 lessons per genre taken) of classes.

## **PHOTOGRAPHY/FILMING OF PUPILS**

During our weekly classes we DO NOT permit photography or filming of our pupils by parents or others. The *exception* to this is during Parents Watching Week which takes place in the last week before the Christmas, Easter and Summer breaks. We ask parents to respect the privacy of the other members of the class by restricting the use of any images taken for their own family use. In instances where we feel it would be appropriate for photography to take place, i.e., at a performance or for publicity purposes we will seek parental consent.

## **PRIVACY POLICY**

Funtime Dance and Drama is committed to protecting and respecting your privacy. Our Privacy Policy is available from our website.

\*These T's and C's do not apply to Pay as you go/Casual enrolments.

The School reserves the right to amend or alter these terms and conditions at any time without prior notice.